

Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Information Technology Supervisor Series

Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
00124	Information Technology Supervisor 1
00125	Information Technology Supervisor 2

Series Concept

To provide oversight and supervision of staff involved in data preparation and/or control or the operation of a computer system in a State department.

Exclusions

Non-supervisory information technology positions and supervisory positions whose primary functions are not in the information technology area. Administrative level information technology positions have responsibility for broad program areas. Such positions are classified in the Information Technology Administrator Series.

Class Distinctions

Information Technology Supervisor 1

Positions at this level are responsible for supervising a number of clerical and Information Technology Support Workers (primarily operating data entry equipment) in data production processing.

A position at this level is responsible for scheduling production, resolving production problems with the system, equipment and work times with employees that could work on different shifts. An employee meets with users and Information Technology Specialists to determine the format that is desired and the production target date.

Information Technology Supervisor 2

Positions at this level are responsible for supervising Information Technology Workers that are primarily involved in operating computers. The employees supervised also operate related peripheral equipment including access devices and input/output devices. Clerical employees may also be supervised. Employees meet with users and Information Technology Specialists to develop work plans by considering work methods, priorities and capabilities of the computers to produce the desired results for users within the requested time frame.

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